

**BOARD OF COUNTY COMMISSIONERS
AGENDA ITEM SUMMARY**

MEETING DATE: JUNE 21, 2006

DIVISION: COMMUNITY SERVICES

BULK ITEM: YES

DEPARTMENT: LIBRARY

AGENDA ITEM WORDING: Approval of revised Monroe County Public Library Policy Section 5.05, dealing with reproduction of Florida History materials.

ITEM BACKGROUND: This is the first such revision since digital materials have become a part of the Library's Florida History collection. The new policy is designed to recoup the cost of staff time and materials and discourage frivolous and extensive lists of requests for duplications. This change was approved by the Monroe County Library Advisory Board.

PREVIOUS RELEVANT BOCC ACTION: On April 14, 1999, the BOCC approved the first major revision of the Library Policy since the 1990 resolution instituting the official policies of the Monroe County Public Library. Various parts of the policy have been reviewed, revised and approved since that time, as circumstances decreed.

CONTRACT/AGREEMENT CHANGES: N/A

STAFF RECOMMENDATION: Approval

TOTAL COST: N/A

BUDGETED: N/A

COST TO COUNTY: N/A

REVENUE PRODUCING: N/A

AMOUNT PER MONTH /YEAR:

APPROVED BY: County Attorney N/A

OMB/Purchasing N/A

Risk Management N/A

DIVISION DIRECTOR APPROVAL


SHEILA BARKER, DIVISION DIRECTOR

DOCUMENTATION: Included XXX

To Follow

Not Required

AGENDA ITEM # _____

DISPOSITION: _____

5.05 DUPLICATION OF ARCHIVAL MATERIALS

Monroe County Public Library provides its customers with access to most of the original items in its archival collections. Library staff, however, reserves the right to restrict handling or copying of materials which, in their opinion, may jeopardize the records' continued preservation.

Customers may also duplicate archival materials using their own digital capture or photographic equipment. Some archival material may be available in digital format. Downloads of low-resolution, archival images from the library's website are available free of charge. High-resolution reproductions (master TIFF images, generally scanned at 600dpi) can be provided on compact disk at a cost of \$10.00 per image.

Services are rendered on a first come, first served basis. Large quantities of materials to be copied will be done on an as-time-permits basis. Non-profit organizations may request a waiver of the reproduction fee. Shipping costs are the responsibility of the customer. Materials from the Library archives will not be loaned to customers for the purpose of outside copying.